

# Spotlight

## on Student Assessment and Accountability

May 9, 2019

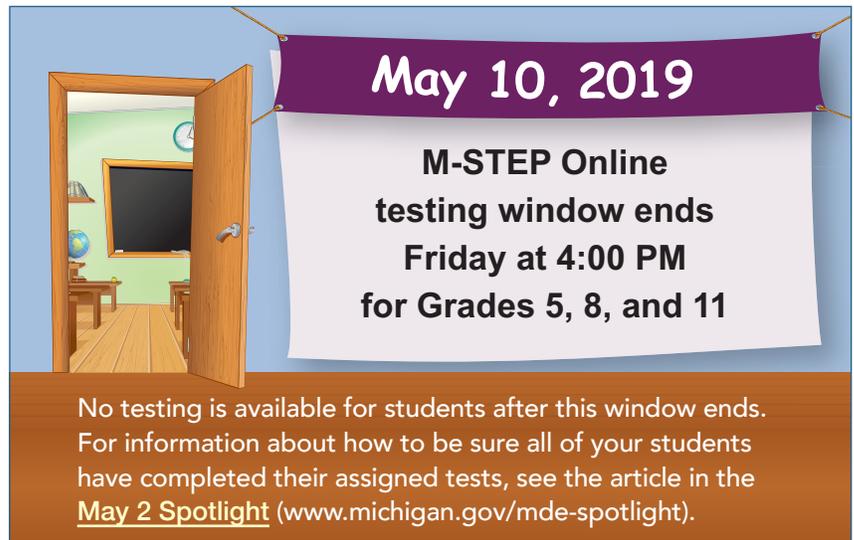
Quick Links . . . take you directly to articles or sections . . .

- **Secure Materials**
- **SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received**
- **WIDA Screener Orders for 2019-20 School Year**
- **Supports and Accommodations Differences Survey**
- **DRC Central Office Software Update for 2019-20 Testing**
- **Focus on Assessment Literacy: What Is the Purpose of Interim Assessments?**
- **College Board Corner**
- **ACT WorkKeys**
- **Important Dates**
- **Contacts**

**Key:**  Reminder (previously run article)

 includes supports and accommodations information

 includes information Tech Coordinators also need to know



**May 10, 2019**

**M-STEP Online testing window ends Friday at 4:00 PM for Grades 5, 8, and 11**

No testing is available for students after this window ends. For information about how to be sure all of your students have completed their assigned tests, see the article in the [May 2 Spotlight](http://www.michigan.gov/mde-spotlight) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)).

### Secure Materials

All assessment materials must be kept in a locked storage area that is only accessible to the Building Assessment Coordinator and designated staff. This includes immediately before and after testing, with coordinators supervising materials closely through all aspects of the assessment administration. Secure materials include, but are not limited to, the following items:

- Test Tickets
- Test Rosters
- Test Booklets
- Listening Scripts
- Accommodated Materials
- Used Answer Documents
- Used Scratch/Graph Paper
- MI-Access Picture Cards
- MI-Access P/SI Response Sheets

All personnel involved in testing should be informed of the importance of maintaining strict test security. Remember to have a protocol in place to account for all secure assessment materials before, during, and after each test session.

## SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received

The **Answer Documents Received and Not Tested Students** window on the OEAA Secure Site for SAT® with Essay, ACT® WorkKeys®, PSAT™ 8/9 (grades 8 and 9), and PSAT™ 10 will be available **May 22 through May 29, 2019 at 5:00 PM** for the Spring 2019 administrations. It is very important to review the Answer Documents Received and Not Tested Students page to ensure all tests taken have been received and other possible answer document issues have been resolved.

Students for whom the school is accountable will be listed on the screen whether the student was tested or not.

- If a student is included as accountable (marked “Yes” in the Accountable Students column) but is not currently enrolled, they should be exited in the Michigan Student Data System (MSDS) by the posted deadlines. For dates and details on Accountable Students Enrollment and Demographics, see the [April 18, 2019 Spotlight](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight).
- If a school is not accountable for a student (marked “No” in the Accountable Students column) but the student did test at the school, the student will show as tested and that is correct.
- Students for whom the school is accountable, but who tested elsewhere, will display and the tested building will be identified.
- The list should be reviewed carefully to identify any students who tested and may be missing from the list. If a student is not listed for any reason, and did test, click the **Student Did Test** button to submit the missing student information.
- **IMPORTANT:** For SAT with Essay and PSAT 8/9 for grade 8 students, schools will not be able to submit Not Tested reasons from the page until **June 10 – 17, 2019**, when it is also available for M-STEP and MI-Access. It is suggested that you start collecting the information now to submit during this window.

Schools will NOT be asked to submit a reason for students who did not test for ACT WorkKeys, PSAT 8/9 for grade 9, or PSAT 10 because these tests are not currently included in accountability calculations.

It is strongly suggested that you view the [Answer Documents Received and Not Tested Students](#) instructions on the [Secure Site Training web page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining). This document will walk you through the process, giving pointers on what to look for, how to report issues and how to fix an error when possible.

## WIDA Screener Orders for 2019-20 School Year

School districts can begin placing WIDA Screener orders (Grades 1-12) for the 2019-20 school year using the [WIDA Screener Order Form](#) found on the [WIDA web page](http://www.michigan.gov/wida) (www.michigan.gov/wida). To ensure districts receive materials in time for screening incoming students at the beginning of the 2019-20 school year orders should be placed as soon as possible. After **August 9, 2019**, the Michigan Department of Education cannot guarantee rapid fulfillment of orders for districts to screen students at the beginning of the school year.

Screening students using the online test is the default mode through which students should be assessed. However, some students may benefit from taking the paper/pencil form of the assessment. These students may be recent arrivals (attended U.S. schools for 12 months or less) or may have a disability that may require them to take the paper/pencil form of the Screener.

Although over-ordering is not encouraged, districts should order enough materials to cover these scenarios in a given school year.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## **Supports and Accommodations Differences Survey**

The Office of Educational Assessment and Accountability is interested in gathering feedback from educators on some of the challenges experienced by students and educators regarding differences between supports and accommodations on state summative assessments and benchmark assessments. Please take time to respond to [the survey](https://www.surveymonkey.com/r/DCHL59C) (<https://www.surveymonkey.com/r/DCHL59C>) by **May 17, 2019**.

## **DRC Central Office Software Update for 2019-20 Testing**

The following information is for 2019-2020 planning. No action is needed during Spring 2019 testing.

Spring 2019 is the last testing season for using the Testing Site Manager (TSM) software. The new generation of that software is called the Central Office Services (COS) Service Device. It serves the same purpose of content caching and is better integrated with the COS Device Toolkit you are already using on eDIRECT. COS Service Devices will have better scalability and management options, and uses only one COS for both M-STEP and WIDA, rather than requiring separate TSMs for each assessment.

The software is available now on eDIRECT. Eleven percent of Michigan schools have already transitioned with no major issues reported. eDIRECT has installation guides in the [Technology User Guide](#) and as a stand-alone document, along with a webinar recording (from December 2018) walking through transition and installation options. The guides are available under **All Applications → General Information → Documents**; installable files are under **All Applications → General Information → Downloads**. (Downloads require logging in with a technology role. Documents are available without logging in.)

DRC and WIDA will send reminders throughout the summer. Reminders should stop once you no longer have TSMs in your configurations. If your school will use the WIDA Screener Online with incoming English Learners over the summer, you will want to have Central Office set up by early July.

Formative

Interim

Summative

Focus on Assessment Literacy

## What Is the Purpose of Interim Assessments?

Interim assessments are medium-cycle assessments (falling between formative and summative assessments) administered to students periodically throughout the school year to measure growth toward competencies. They are an essential component of a balanced assessment system. Interim assessments can serve one of three purposes:

- **Instructional** (to monitor student achievement)
- **Predictive** (to predict future performance on another aligned assessment)
- **Evaluative** (to provide information useful for program evaluation)

The selection or creation of an interim assessment should be driven by what information is needed to answer a specific question about student learning. For example, in an instructional or predictive capacity, an interim assessment may provide evidence that a group of students is on track to be successful, or may predict their performance, on a summative assessment. In an evaluative context, interim assessments may be used to determine whether one pedagogical approach is more effective for teaching content than another. It is critically important to define first what is expected to be learned from the assessment results, and then what they will be used to determine.

Marianne Perie et al. suggests that educators ask five questions before choosing or designing an interim assessment:

1. What do I want to learn from this assessment?
2. Who will use the information gathered from this assessment?
3. What action steps will be taken as a result of this assessment?
4. What professional development or support structures should be in place to ensure the action steps are taken appropriately?
5. How will student learning improve as a result of using this interim assessment, and will it improve more than if the assessment were not used?

While these are not easy questions to answer, they will help educators clearly understand what information is desired from an interim assessment, and will also help ensure that the results provided from the assessment are valid and reliable.

### Resources

[Interim Assessment: What are some key characteristics?](#) (2019, January). In *Assessment Learning Network*.

Marshall, K. (2006, April 14). [Interim Assessment: Keys to Successful Implementation](#). *Interim Assessment Project*, 5-15.

Perie, M., Marion, S., & Gong, B. (2009). [Moving Toward a Comprehensive Assessment System: A Framework for Considering Interim Assessments](#). *Educational Measurement: Issues and Practice*, 28(3), 5-13

### Put Into Practice

1. Download the [companion chart](#) to the first resource and review the twelve purposes of interim assessments. In your school, for what purpose(s) are your interim assessments chosen? What are the results used to determine?
2. For a deeper dive, share the 23 Conditions for Successful Interim Assessments (on pp. 5-15 of the [Marshall article](#) listed in the resources) with a colleague and together reflect on which of these conditions are already in place in your school or district.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## College Board Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

### Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

### SSD Emails about MP3 Streaming and School Testing Calendar

Services for Students with Disabilities (SSD) coordinators may have received a recent email regarding the change of MP3 audio accommodations from physical flash drives to a streaming application. No action is required for Spring 2020 testing at this time. More information will be available this fall for Spring 2020 testing.

In a few weeks, SSD coordinators may also receive an email from the SSD department with end-of-the-year reminders, including updating your school's testing calendar. Although the Michigan Department of Education (MDE) is providing the SAT to your students on a school day, some students may also choose to register for a national administration of the SAT at their own expense. For national testing, most students will test in a weekend test center. These test centers are normally housed in high schools or colleges that applied to the College Board and were approved for weekend testing. Many accommodations, including extra breaks, use of a calculator, and more, can be provided in a

weekend test center. However, students who have certain accommodations, such as 100% extended time, MP3 audio, assistive technology-compatible (ATC), braille, or large font greater than 20 point, will test in their school due to their special testing needs. This is referred to as "school-based testing." This means your school, even if you have not signed up to be a national test center, may have students looking to test there. The primary SSD coordinator of a school serves as the contact for the College Board and students who require school-based testing.

To support this process, we ask that each primary SSD coordinator fill out their SSD School Testing Calendar online, which is accessible on the SSD Online Dashboard. It allows you to notify us if there are administrations for which you will not be able to provide school-based testing for students. Therefore, the testing calendar in SSD Online is for SAT only. For schools only testing PSAT, this can be updated, but note it **is not related to state testing in anyway**.

The decision to support this administration is completely at the discretion of the school. Neither the College Board nor the MDE requires you to participate, nor does it have an impact on the state-provided spring testing. To see the students at your school who have registered for a national administration, the SSD coordinator can log in to the SSD Online system. If you decide to not support the national testing for your students who need it, College Board will work with students directly to find another available school in the area.

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues



## Score Release

Students who participated on the initial test day for SAT received access to their scores in their College Board account beginning on **May 2, 2019**. Students who participated in PSAT 8/9 or PSAT 10 will receive access beginning on **May 20, 2019**.

**Note:** Some scores will be released later for reasons that may include participation in the accommodated testing window or on the makeup testing date(s), late receipt of answer sheets, missing information on the answer sheet, or other exceptional conditions that require additional attention. Scores for these students will be released daily as they become available.

Educators will have access to scores in the K-12 reporting portal **by the end of June**, after the completion of all answer document verification activities.

**NOTE:** Scores in the K-12 reporting portal are not official accountability results. Official accountability results will be released by the MDE. Refer to the Spotlight article on May 2, 2019 (page 3) for details on the **Accountable Students Enrolled and Demographics Spring 2019** window. For information on the **Answer Documents Received and Students Not Tested** window, see the [SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received article on page 2](#). MDE-produced assessment results are expected before the start of the school year.



## Student Access to Scores

Students will need a College Board account to view their scores. They can go to the [College Board website](http://www.collegeboard.org) (www.collegeboard.org) and sign up for a free account if they don't already have an account. Paper score reports for the PSAT 8/9 and PSAT 10 will be sent to schools this summer. Paper score reports are not provided for

SAT with Essay.

As you and your students review scores, here are some common issues and potential courses of action.

### Issue #1: Student has access to score, but educator does not

Most Common Scenarios	Course of Action
Educator scores have not yet been released in the K-12 reporting portal.	Check in late June for access to scores.
AI code associated with the student's score does not align with the school's AI code.	No action is available. AI codes cannot be updated once scores are released.

### Issue #2: Educator has access to score, but student does not

Most Common Scenarios	Course of Action
College Board was not able to link score report to student's College Board account automatically.	See steps outlined below.
Student doesn't have a College Board account.	Have student create College Board account and follow the steps to link scores, as outlined below.
Student has multiple College Board accounts.	Students should call 866-756-7346 to merge their accounts. If the educator calls on the student's behalf, make sure the student is present to provide consent to the Customer Service team.

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Issue #3: Neither student nor educator has access to score

Most Common Scenarios	Course of Action
The school hasn't responded to a query from Educational Testing Service (ETS) regarding a testing irregularity and therefore the score is on hold.	Respond to ETS outreach to resolve the situation. If school does not respond by early June, scores on hold will be invalidated.
Used answer sheets were returned in the white accommodated testing envelope and the student was not approved for an accommodation or 50% extended time as an English learner.	ETS will reach out to the school to confirm if the student tested with accommodations or not. Respond to this outreach.
Score was invalidated due to a misadministration or other misconduct (use of cell phone, for example).	No action is available in most cases. School will receive a letter.
Student submitted a Request to Cancel Scores form.	No action is available. Scores were made available to MDE but will not be available to the student or school in the portal.
Student score is slightly delayed due to testing on the makeup date, accommodated window, late receipt of answer sheets, missing information on the answer sheet, etc.	Continue to monitor scores. Students can call 866-756-7346. If the educator calls on the student's behalf, make sure the student is present to provide consent to the Customer Service team.



## Matching College Board Student Accounts and Registration

If a student is signed into their College Board account but doesn't see their scores, one reason may be that we were not able to link their score report and account automatically. For security reasons, a student must verify additional information before we can display their scores. They will need either their SAT registration number (found in the roster report of the K-12 reporting portal) or the UIC (student ID number) they were pre-identified with by the school. To match, they will:

1. Click **Add Score(s) Matching Tool**.
2. Review the personal information.
  - ♦ If any information is incorrect, click **Update** to revise. Students may be prompted to re-enter their password.
  - ♦ If the information is correct, click **Get My Scores**.
  - ♦ Students may have to provide either test information (test date and registration number) or the UIC (student ID number) they were pre-identified with.

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Verification of Answer Documents Received and Not Tested Students

The Michigan Department of Education's (MDE) answer document verification process on the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by ACT. The window to review and report missing WorkKeys answer documents is **May 22 - 29, 2019**. Refer to the [SAT, WorkKeys, PSAT 8/9, and PSAT 10 Answer Documents Received article on page 2](#) of this Spotlight for more information.

## Score Reports and National Career Readiness Certificates

School and student-level paper reports will be mailed to the test coordinator and are due to arrive no later than **August 9, 2019**. Refer to the [May 2, 2019 Spotlight Newsletter](#) ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) for more information about the reports you'll receive, the ACT WorkKeys National Career Readiness Certificates®, and student's access to [myworkkeys.com](http://myworkkeys.com).

## Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) ([www.act.org/aap/state/contact.html](http://www.act.org/aap/state/contact.html))
2. call ACT at 800-553-6244, 9:30 AM – 6:00 PM ET
  - standard time: ext. 2800
  - accommodations: ext. 1788

*(Continued on next page)*

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Important Dates

### Approaching Deadlines!

**Friday, May 10, 2019**

- **M-STEP** Online Testing window **CLOSES** – grades 5, 8, and 11

**Tuesday, May 14, 2019 at noon**

- **M-STEP (grades 3, 4, 6, and 7)** Additional Materials Order window for standard and accommodated materials **CLOSES**

**Friday, May 17, 2019**

- Supports and Accommodations Differences Survey **Closes**
- **Deadline** to administer paper/pencil **M-STEP** assessments (grades 3, 4, 6, and 7)

### May 2019

#### M-STEP

**May 22, 2019**

- **M-STEP** grades 3, 4, 6, and 7 Return of Materials Deadline

#### WIDA

**Now – May 23, 2019**

- **WIDA ACCESS and Alternate ACCESS** Accountable Students Enrolled and Demographics

**May 17 – 23, 2019**

- **WIDA** Submitted Issues for Answer Documents, Answer Documents Received, and Students Not Tested

**Now – May 31, 2019**

- **M-STEP** Online Testing Window – grades 3, 4, 6, and 7

#### MI-Access

**Now – May 28, 2019 at noon**

- **MI-Access** Additional Materials Order window for standard and accommodated materials

**Now – May 31, 2019**

- **MI-Access** Testing window – all grades

#### Early Literacy and Mathematics

**Now – May 31, 2019**

- **Early Literacy and Mathematics Benchmark Assessments (K-2)** Testing window

#### M-STEP, MI-Access, Early Literacy and Mathematics

**Now – May 30, 2019:**

- Off-Site Test Administration request window for individual students, such as homebound or students expelled with services, for **M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments**

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues

## Contacts

For assistance with assessment or accountability issues:

### Assessment and Accountability Call Center

877-560-8378 (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), Test Management System (TSM), eDIRECT, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for <u>all</u> state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and Workskills assessments <ol style="list-style-type: none"> <li>1. Eligibility, MDE policies, and OEAA Secure Site Support</li> <li>2. SAT, PSAT 8/9, and PSAT 10 – College Board</li> <li>3. WorkKeys – ACT</li> </ol>
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, Central Office Services (COS), and Test Management System (TSM)
8	for all other questions

### Email

For assessment questions:

[mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov)

For accountability questions:

[MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov)

**For assistance with WIDA Screener, W-APT, and the WIDA Secure Portal questions:**

(for questions not covered in options 3 and 5 in the table above)

### WIDA Client Services

866-276-7735

**Call Center: 877-560-8378** (select appropriate option) for assistance with assessment or accountability issues